

Safety and Health Partnership Meeting Minutes  
January 18, 2008

Members Present: Tim Ryburn (DAS), Bob Straker (AFSCME), Cindy Houlson (AFSCME), Susanne Hutton (IOSH), Pamela Rosa (IOSH), Joseph Mullen (IOSH), Michael Whitmore, IOSH  
Secretary Grace Marino

Members Absent: Karen Kienast (DAS)

New Business

1. Review of the Safety and Health Partnership Agreement

- A review of the Safety and Health Partnership Agreement between Iowa Department of Administrative Services AFSCME Council 61 Local 35 and Iowa OSHA was conducted. The steering team discussed the goals identified in the agreement signed September 12, 2007. It was agreed that the document's scope is broad enough to encompass many goals and activities that will benefit all partners.

2. Review of the original application.

- The documentation that IOSH requires to be filled out prior to developing the written agreement was shared. The IOSH instructions are titled "IACSP 03-02-002 IOSH Strategic Partnership Program for Worker Safety and Health." (see attachment A)

3. Appendix A Purpose/Scope

- Appendix A is a component of the IOSH application. It was compiled prior to the written agreement and included more details and goals that were identified while developing the written agreement. After discussion, it was agreed that as it is currently written this agreement is GSE specific. The agreement is focused on developing a model comprehensive health and safety program that can serve as a model or resource to other State of Iowa agencies or other governmental entities.

4. Appendix A Goals/Strategies

- Methods for measuring or documenting if activities are successful were also discussed. Several measurements were discussed, including incident rates. Cindy Houlson is developing this year's incident statistics that includes graphs/charts of State Worker injuries over the past 12 months. These injuries will be broken down into several categories, including but not limited to; job classifications, date of

incident, type of incident and categories such as hit by, slip – trip- fall, etc. The incident rate will also be determined once the final OSHA 300 form is completed. This information will be handed out at the next meeting.

- It was proposed that in order to best serve GSE it was necessary to identify the diverse needs of all GSE (General Services Enterprise) divisions. These divisions include:
  - Architectural & Engineering Services
  - Procurement Services
  - Capitol Complex Maintenance Services
  - Fleet & Mail Services
- Grace Marino will sent a copy of the Organizational Chart to all those that attended Friday, January 18, 2008 meeting. Copies will be available at the next meeting as well.

#### 5. Establish Priorities

- Michael Whitmore requested that AFSCME come to initiate some training for Hazardous waste operations and emergency response, Bob Straker indicated he would contact AFSCME to arrange for the training.
- Another priority identified was a review of the DAS GSE written compliance programs. The Hazard Communication Program was distributed and will be the first program evaluated. Once the program is updated it will be re-posted to the DAS GSE employee safety program web site and be available to serve as a model for other state agencies.
- The 10-hour OSHA classes were discussed. The classes can be accomplished in one hour segments that will fit CCM operations better.
- Another priority is conducting a perception survey to determine the status of the existing comprehensive health and safety program. It was suggested that OSHA form 33 could be used to measure any gaps that exist between management and employee perceptions. Joe Mullen will send a copy of a survey that he has available. Cindy Houlson will also distribute copies of surveys that she used at UNI. All copies will be sent to steering committee team members prior to the next meeting.

#### 6. Set meeting schedule

- It was proposed that IOSH Strategic Partnership meet monthly until further notice.
- Next meeting will be: Friday, February 22, 2008 @10:00am  
Facilities Management Center Conference Room